

Formal Complaint Against Coworker Sample

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally file a complaint against my coworker, [Coworker's Name], who is employed in the [Department/Division] at [Company Name]. This complaint is in regard to several incidents of unprofessional and inappropriate behavior that have occurred over the past [specific period, e.g., months, weeks].

On [specific date(s)], [Coworker's Name] demonstrated behavior that I believe is not in line with the company's policies and values. The incidents include:

1. [First Incident]: Provide a detailed account of the incident, including date, time, and location. Describe what happened, who was involved, and how it impacted you and the work environment.
2. [Second Incident]: Provide details of another incident, following the same structure as above. Include specific examples and any witnesses, if applicable.
3. [Third Incident]: Continue detailing additional incidents as needed.

These actions have created a hostile work environment and have affected my ability to perform my duties effectively. I have attempted to address the situation informally by [mention any steps taken, such as speaking to the coworker directly], but the behavior has persisted.

I request that a thorough investigation be conducted into these matters and appropriate action be taken to address this behavior. I am willing to provide further information or

discuss this matter in more detail if needed. I hope that this issue can be resolved promptly to ensure a positive and respectful work environment for all employees.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]